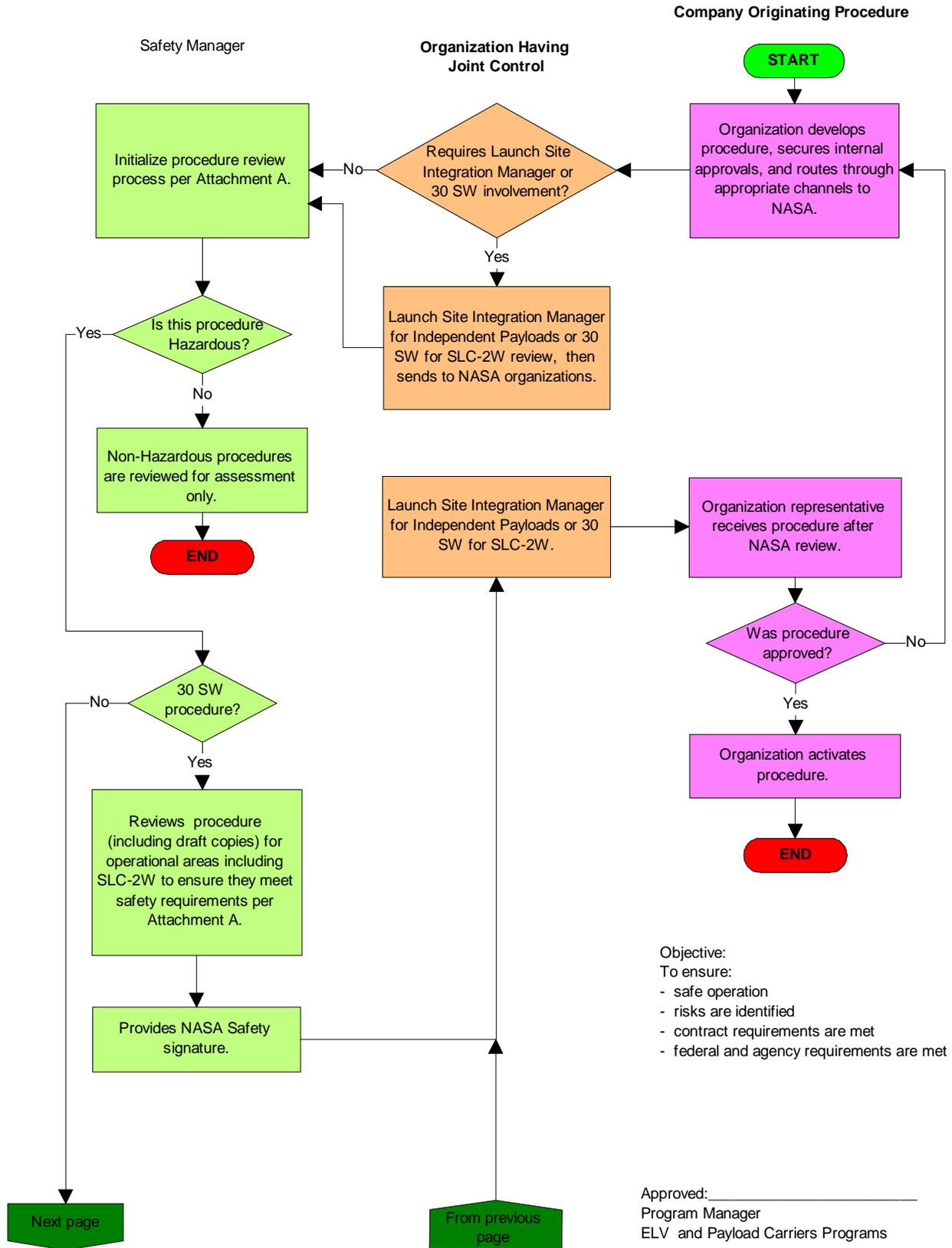
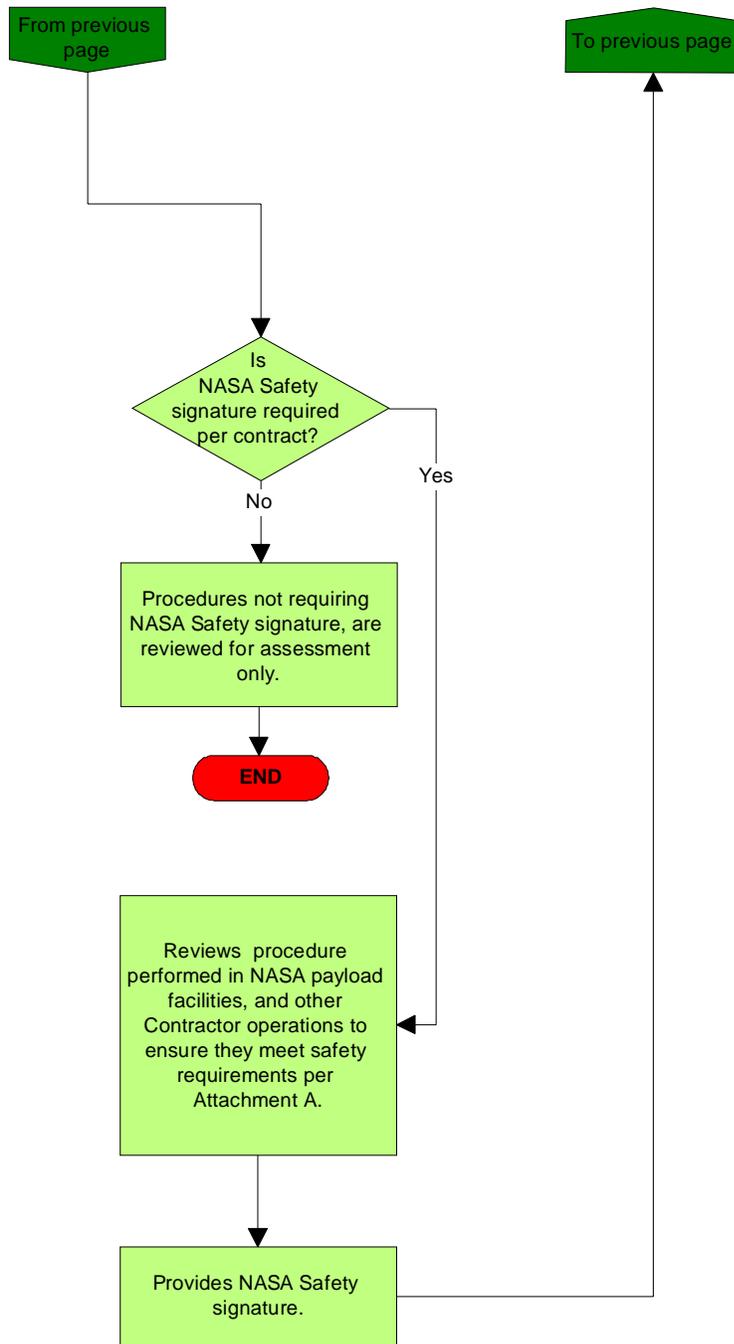


VAFB Safety Procedure Processing



Objective:
To ensure:
- safe operation
- risks are identified
- contract requirements are met
- federal and agency requirements are met

Approved: _____
Program Manager
ELV and Payload Carriers Programs



Attachment A

SUBJECT Technical Operating Procedures (TOP) Review Process	
OBJECTIVE To provide instructions on the procedure review process.	
FILE NUMBER 8600 series	OFFICE OF RESPONSIBILITY VB-D
REFERENCE(S) KHB 1710.2, Annex B and EWR 127-1	

Purpose

This is a single source document, which provides the minimum requirements for tracking, review, coordination, and distribution of procedures.

- TOP Familiarization

- An organization's procedures should be reviewed in accordance with the following:
 - KHB 1710.2, Annex B and EWR 127-1. If requirements differ, NASA Safety will standardize to the more stringent requirement.
 - All Category I and II procedures are approved by the ELV Safety & Flight Assurance Office, VAFB Resident Safety Manager. NASA Safety signature may not be required if signature authority has been given to the contractor.

- ELV/ELV Payload TOPS (preliminary or final)

- TOP is received from the NASA LSSM or contractor organization with the need date identified. The procedure is logged in the procedure tracking log. VAFB TOP's (Delta vehicle or payload processing) are received, logged, and reviewed at VAFB by the Safety Manager who has signature authority for procedures.
- A hazardous procedure is reviewed to ensure compliance and comments are provided back to the LSSM. Final procedures are reviewed to assure incorporation of any previous comments, and procedure disposition is recorded in the procedure tracking log.
- Non-hazardous procedures are audited to verify proper classification.

- Top's Used On VAFB, 30 SW Property

When KSC TOP's are used on VAFB, coordinate with the 30 SW Range Safety Office and their contractor Operations Safety so that a concurrent review can take place. Their comments/approval will be transmitted back directly to the LSSM.